



British Kung Fu Association  
Child Protection and Safeguarding Policy  
(January 2023)

Safeguarding Children  
Who Participate in Kung Fu

## Child Protection and Safeguarding Policy Statement

The British Kung Fu Association (BKFA) Board is aware of the importance of child protection and safeguarding in the practice of Kung Fu. It is a corporate responsibility of the BKFA Board to ensure that children placed in the care of its instructors (coaches), coaching staff and volunteers are appropriately protected. This policy sets out the measures to be adopted by all members and instructors affiliated to the BKFA.

The BKFA believes that 'Safeguarding children is everyone's responsibility'. Everyone who comes into contact with children and their families has a role to play.

The BKFA Board have appointed a Child Protection and Safeguarding Officer who is responsible for

- Providing advice on Child Protection & Safeguarding to the BKFA Board and any member of the BKFA, their parents or carers.
- Investigating, reporting and recording (as appropriate) all child protection issues.

The BKFA, through its guidelines and training programmes, works to ensure that BKFA instructors adopt best practice in: the management of its classes and training; the recruitment of its instructors, coaching staff and volunteers; and dealing with accusations of abuse in its classes, activities and events.

It is a requirement that BKFA-affiliated instructors, coaching staff and volunteers must be aware of this policy and adopt good practice within their Kung Fu training sessions as detailed in this policy.

All instructors will have Professional Indemnity Insurance and have Enhanced Disclosure and Barring Service (DBS) clearance which must be renewed every three years (Note: If instructors have registered with DBS for online updating, then their DBS check will be automatically updated annually). All instructors should also complete the Child Protection (NSPCC) online course.

The BKFA is committed to safeguarding and ensuring the welfare of children who participate in Kung Fu under the instruction and supervision of BKFA instructors, in accordance with: section 175 of the Education Act 2002; the Children Act 2004; Safeguarding Children in Education (2004); and Safeguarding Vulnerable Groups Act 2006. This policy is in line with the 'Working Together' guidance which, in 2013, replaced 'Working together to safeguard children' (2010), the Framework for the assessment of children in need and their families (2000) and statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (2007).

The BKFA is open to working with other organisations (as appropriate) to promote the safeguarding of children in the wider community.

This policy is reviewed regularly (in line with the latest good practice in child protection) and approved by the BKFA Board annually. It is provided to all new students and parents/carers and published on the BKFA website [www.laugar-kungfu.com](http://www.laugar-kungfu.com). Thus, it is readily available to all members.

Approved by the BKFA Board on \_\_\_\_\_

## Concerns About A Child

If a young person chooses to share information with a BKFA member about an abusive incident, that BKFA member should ensure that the young person feels supported and knows that they have done the right thing. The role of the BKFA member will be one of listening as opposed to questioning, in order to not impede any subsequent investigation undertaken in line with achieving best evidence confidentially. The matter should be recorded (include date, time, location and names of those involved) and reported to the BKFA Child Protection and Safeguarding Officer (Alec Clark, tel: 07508007624) and the appropriate authorities. For help on reporting, see appendix, part 13.

Your club's welfare officer (if your club has one) can support and advise you.

If you are concerned about a child or are under 18 and concerned for yourself then you should report this to ChildLine or the NSPCC.

You can do this anonymously, and your confidentiality will be respected.

You can contact ChildLine on 0800 1111 or visit their website: <http://www.childline.org.uk>.



The NSPCC operates a free 24-hour helpline (0808 800 5000) to provide advice and support to children and anyone with concerns about the welfare or safety of a child.

If you are concerned that a child is at risk of immediate injury or death, then phone 999 NOW and report it.

## Keeping Children and Young People Safe from COVID-19

We are currently in the '[Living with respiratory infections, including Covid-19](#)' phase of the UK government's response to the coronavirus pandemic.

This means there are now no coronavirus-related legal restrictions in place.

**All forms of activity can take place with no coronavirus-related restrictions and participants should use the same standard hygiene practices as before the pandemic.**

Useful UK sites: [Coronavirus | Sport England](#) / [Coronavirus - Essential information | Sport Wales](#) / [Latest sport and physical activity guidance \(sportscotland.org.uk\)](#)

## Guidance on Effective Safeguarding Practice

The following are common sense examples of; how to promote the welfare of young people; and how to reduce the likelihood of abuse occurring and allegations of abuse being made:

- Always work in an open environment, e.g. avoid private or unobserved situations and encourage openness, e.g. no secrets. **There should always be a minimum of two adults present in the training area, e.g. an instructor and a parent/adult student.**
- Maintain a safe and appropriate relationship with young people (e.g. it is not appropriate to have an intimate relationship with a young person).
- Build balanced relationships based on mutual trust which empower young people to share in the decision-making process.
- Ensure that if any form of manual/physical support is required, it is provided openly and in accordance with the guidelines set out in this policy. Care is needed with physical contact, as it is difficult to maintain hand positions when the young person is constantly moving. Young people and carers should always be consulted and their agreement gained.
- Involve parents/carers wherever possible (e.g. to be responsible for their child in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents and carers work in pairs.
- Ensure that if mixed gender participants are taken away they should always be accompanied by a male and female member of the coaching staff. (NB: however, same gender abuse can also occur).
- Ensure that at competitions or residential events, e.g. the annual Summer Course, adults do not enter young people's rooms or invite young people into their rooms.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of young people -avoid excessive training or competition and do not push them against their will.
- Secure parental permission, in writing, for the administration of emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Where an Instructor (Coach) witnesses an injury this must be reported to the parents at the first opportunity.
- Request written parental consent if young people are required to be transported in instructors/officials/volunteers' cars.

## **Practices to Avoid and Inappropriate Practices**

The following should be avoided except in emergencies:

- Transporting young people unaccompanied in a car.
- Spending time alone with a young person away from others.

If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge at the activity/event or the young person's parent or carer. For example, a young person sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a young person up at the end of a session.

## **Inappropriate Practice**

The following should **NEVER** happen;

BKFA members in a position of trust as an Instructor or Coach should never:

- Take young people to their home where they will be alone with them;
- Engage in rough, physical or sexually provocative games, including horseplay;
- Share a room with a young person;
- Allow or engage in any form of inappropriate touching;
- Allow young people to hear or use inappropriate language unchallenged;
- Make sexually suggestive comments to a young person, even in fun;
- Reduce a young person to tears as a form of control;
- Allow allegations made by a young person to go unrecorded or not be acted upon;
- Do things of a personal nature for young people or that they can do for themselves
- Invite or allow young people to stay with them at their home unsupervised.

It may sometimes be necessary for coaching staff or volunteers to do things of a personal nature for young people, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and, ideally, written consent of parents/carers and the young people involved. There is a need to be responsive to a person's reactions.

If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a young person to carry out particular activities. Instructors should avoid taking on responsibility for tasks which may leave them open to accusations of abuse, where appropriate conditions cannot be established, i.e. the presence of witnesses/chaperones.

If any of the following incidents should occur;

- Accidentally hurting a young person;
- A young person seems to have been caused major distress in any way;

these should be reported immediately to a colleague and a written record made of the event (include date, time, location and names of those involved). This record should be kept securely by the club's chief instructor/welfare officer, or passed on to the BKFA Child Protection and Safeguarding Officer. The young person's parents/carers should also be informed of the incident.

## **Help and Advice**

BKFA Child Protection and Safeguarding Officer Information:

To report an incident, or for more information on the BKFA's policy and procedures regarding safeguarding children, please contact the BKFA's Child Protection and Safeguarding Officer (Alec Clark):

E-mail: [alecclark@hotmail.com](mailto:alecclark@hotmail.com)

Telephone: 07508007624

## **Appendix - Supporting Information**

### **Contents**

1. Safeguarding and Child Protection
2. Legal Requirements
3. Definition of Abuse
4. Indicators of Abuse
5. Definition of Volunteer
6. Instructors' Responsibilities
7. Children in Kung Fu (Club Welfare Officers)
8. Safe Participation in Kung Fu
9. Tackling Bullying in Martial Arts
10. Instructor (Coach) to Student Ratio
11. Appropriate Behaviour in Changing Rooms or when Providing First Aid Treatment
12. Protection Against Physical Injury
13. Help with Reporting a Concern or Disclosure
14. Typical Kung Fu Session Risk Assessment Form

## **Appendix**

### **1 - Safeguarding and Child Protection**

Any adult working in the provision of Kung Fu for children, in either a paid or voluntary capacity, has a duty of care to provide a safe and caring environment. It is vital that any coach, instructor, official or any other person assisting with activities involving young people has the ability to exercise patience, understanding and encouragement.

Understanding of individuals' development and the ability to communicate with them is very important. Children have a right to protection from the potential threat of abuse. They must be protected from all forms of discrimination and abuse and treated equally, regardless of age, gender, race, culture, religion, language, sexual orientation or ability. All BKFA members, whether acting on a paid or voluntary basis, must be aware of the dangers of abuse, the forms it can take and its recognition. BKFA instructors, coaching staff and volunteers must be aware of and demonstrate good practice within their Kung Fu training sessions.

### **2 - Legal Requirements**

In the legislative requirements and expectations on individual services, Safeguarding and Promoting the Welfare of Children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

### **3 - Definitions of Abuse**

The Department of Health (DoH) in their guidance states that:

Abuse is a violation of an individual's human and civil rights by any other person or persons.

It continues:

Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological. It may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can happen in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.



Currently the Department of Health identifies six categories of abuse:

physical; sexual; psychological/emotional; neglect/acts of omission; discriminatory; and financial or material.

Definitions of these are as follows:

### **Physical**

Where adults or other young people physically hurt or injure young people , for example by hitting, slapping, pushing, kicking, shaking, squeezing, burning, biting, restraint, inappropriate sanctions or by giving young people alcohol, inappropriate drugs or poisonous substances. In sports situations, physical abuse might occur when the nature and intensity of training exceeds the capacity of the immature and growing body of the child.

### **Sexual**

Girls and boys are abused when they are used by adults or other young people (both male and female) to meet the adult's own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. The display of pornographic material (books, videos or pictures) to young people is also a form of abuse. Coaching or activities which involve physical contact with young people could create potential situations where sexual abuse could go unnoticed. The power of the instructor over young people , if misused, could also lead to the development of situations in which abuse may occur.

### **Emotional**

Persistent lack of love and affection, where a child may be constantly shouted at, threatened or taunted and become very nervous and withdrawn, would constitute emotional abuse. Emotional abuse could also occur when there is constant overprotection (which prevents a child from socialising), or there is neglect, physical or sexual abuse. Emotional abuse might occur in sport sessions if young people are subjected to constant criticism, bullying or unrealistic pressure to perform to high expectations.

### **Neglect**

Where adults fail to meet a young person's basic needs like food or warm clothing, or fail or refuse to give young people love, affection and attention.

Children might also be constantly left alone or unsupervised. Neglect in a sporting situation could include an instructor not ensuring that young people are safe, exposing them to undue heat or cold, or to unnecessary risk of injury.

## **Discriminatory**

Could include discrimination and harassment that is based on a child's disability, race, gender, etc. It could also include other forms of harassment, slurs or similar treatment.

## **Financial or Material**

This could include:

- Theft of money or possessions
- Fraud, scamming
- Preventing a child from accessing their own money, or possessions.
- Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions
- Arranging less care than the child needs in order to save money.
- Denying assistance to a child to access their own money, or possessions.
- False representation, using another person's bank account, cards or documents
- Exploitation of money intended for a child's care (e.g. child benefit payments).

## **4 - Indicators of Abuse**

Some indications that a child has been abused may include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent or for which multiple explanations are given.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expressing concern about the welfare of a child.
- Unexplained changes in behaviour over time e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper.
- Inappropriate sexual awareness.
- Engaging in explicit sexual behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.

- An apparent difficulty in making friends.
- The prevention by an adult from socialising with other young people or adults.
- Displaying variations in eating patterns including overeating or loss of appetite.
- Weight loss for no apparent reason.
- An increasingly dirty or unkempt appearance.

This list is not exhaustive and the presence of one or more indicators is not proof that abuse has taken place. It is not the responsibility of those working with young people to decide whether child abuse has occurred but it is their responsibility to recognise and act on any concerns, for instance, by reporting any incident to the BKFA's Child Protection and Safeguarding Officer and recording their concerns for referral to the appropriate authority.

## **5 - Definition of Volunteer**

The DBS definition of a volunteer is defined in *the Police Act 1997 (criminal records) Regulations 2002* as:

“Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.”

To qualify for a free-of-charge criminal record check, the applicant must not:

- benefit directly from the position for which the DBS application is being submitted;
- receive any payment (except for travel and other approved out-of-pocket expenses);
- be on a work placement;
- be on a course that requires them to do this job role; or
- be in a trainee position that will lead to a full time role/qualification.

## **6 - Instructors' Responsibilities**

BKFA instructors must have acquired their style/system Instructor certification to be qualified as a Kung Fu Coach. As well as having competence in their style of Kung Fu, BKFA Instructors should also complete (as a minimum) training in: Coaching (Level 1); and Child Protection (NSPCC online course). They must have a DBS check (as detailed on page 2 of this policy). BKFA instructors must have certified First Aid training if coaching at a venue where first aid trained staff are not in attendance.

BKFA Assistant Instructors (aged at least 16 years) do not require a DBS check but may only teach when supervised by a registered BKFA Instructor. BKFA instructors must be adults (18 years of age or older).

It is recommended that instructors appoint a BKFA-trained welfare officer for each club.

The grading regime for clubs affiliated to the BKFA is operated autonomously by its Instructors which allows participants to set and achieve goals based on specifics of their style or system. BKFA instructors work with children to develop qualities including team work, confidence, cooperation, independence, leadership and self-esteem. Self-discipline, self-control, self-respect and mutual-respect are integral to the kung fu instruction imparted by BKFA Instructors.

## **7 - Children in Kung Fu (Club Welfare Officers)**

The BKFA strives to ensure that all Instructors and members are aware of the BKFA's policies and procedures on safeguarding and promoting the welfare of children. Emphasis has been placed on the importance of listening to children, particularly when they are expressing concerns about their welfare whilst practising Kung Fu. It is recommended that each club has an appropriately trained welfare officer who can listen to, and act on children's concerns. **The BKFA will fund Club Welfare Officer training, i.e. a locally delivered, or online NSPCC 'Time To Listen' Workshop.**

The BKFA Board recommend that each BKFA member, or club welfare officer report their child protection concerns initially to the BKFA Child Protection and Safeguarding Officer. The club welfare officer should be identified to new students and parents and their details displayed at each training session.

In each BKFA club, where there are concerns that safeguarding and promotion of a child's welfare has not been undertaken in accordance with the BKFA's procedures, an instructor, welfare officer, parent or carer should act in consultation with the BKFA Child Protection and Safeguarding Officer. It is also the responsibility of the BKFA Child Protection and Safeguarding Officer to address accusations of abuse between participants (non-coaching staff related); to investigate these accusations and to take the necessary action which may include informing the authorities, where appropriate.

Participation in Kung Fu may include risk of personal injury.

Countermeasures (risk assessments and specific class programmes) should be put in place to ensure that this risk is mitigated for adults and eliminated in the case of children. Although the BKFA makes every effort to manage any risk of personal injury, it is a requirement for all Instructors and students to be insured and licensed to participate in Kung Fu.

Children are taught Kung Fu techniques in the context of self-defence and instruction keeps physical contact to a minimum. Where parents attend classes with their children, they are encouraged to participate and to work with their children specifically where contact is necessary but only when sufficient technical skills have been acquired (as assessed through the BKFA club assessment).

Self-defence simulation such as two-person choreographed sequences will enable the student to take part in contact training. Sets training, including the use of weapons, will also allow the student to develop coordination and sparring tactics.

There are also internal and external body training methods to condition the body in line with martial arts training demands. In the intermediate to advanced stages of training, students may commence sparring practice.

The BKFA firmly believe that all children should be able to enjoy physical activity whatever their circumstances or abilities, and for many this opportunity is only available to them through school or community activities.

## **8 - Safe Participation in Kung Fu**

The BKFA has drawn up guidance entitled '**Protection Against Physical Injury: Safe Practice in Training Sessions**'. This guidance can be found in the appendix (part 12) of this policy. It provides instructors, volunteers and parents/carers with guidance on keeping children safe from physical injury while participating in kung fu training. Kung Fu has a history dating back thousands of years. In comparison to other sports, Kung Fu is relatively injury-free and the benefits of participation in Kung Fu have been shown to be wide ranging for young and old alike. Kung Fu has been described as an art form and a sport - one which can be practiced from childhood to old age. Participation in Kung Fu has a track record for improving concentration, coordination, flexibility, endurance, stamina and strength -it is a comprehensive sporting activity.

Kung Fu has undisputed long term health benefits, these include:

Managing obesity and improved physical fitness which may lead to a reduction in the risk of some health problems. The child's experience of these benefits has been proven to be significant as BKFA classes are regarded as high quality, enjoyable and safe, which has motivated participants to adopt a healthy lifestyle, and to continue to participate in Kung Fu into adulthood.

## **9 - Tackling Bullying in Martial Arts**

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It could be that the abuser is a young person themselves and this is recognised as bullying. It is important to be aware that adults can bully too. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Although anyone can be the target of bullying, victims are often shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Bullying often takes place in schools or other environments where children meet, and research shows it can and does occur where there is inadequate supervision, e.g. at a sporting event and in changing rooms.

The BKFA Board recognises that bullying can have a profound impact on emotional and mental health, leading to depression, self-harming and even suicide. The BKFA has an anti-bullying policy (found in the instructors' handbook) setting out the respective rights and responsibilities of the young people and their carers in preventing and dealing with bullying.

The BKFA Board encourages members to combat bullying through developing a culture in which respect and consideration for others is fundamental. We encourage young people to report bullying in the knowledge that it will be taken seriously.

BKFA Instructors should seek to eliminate bullying behaviour. They should aim to boost a young person's self-esteem and create a positive environment both of which we recognise as important factors in preventing young people from being bullied and/or becoming bullies.

## **10 - Instructor (Coach) to Student Ratio**

Kung Fu is practised by both male and female students of all ages and abilities. It is the registered instructor's responsibility to ensure that they have undertaken a risk assessment for the session and that there is sufficient supervision to carry out the planned activities in a safe and open environment. A risk assessment form is included as part of the BKFA instructors' manual.

A general guideline would be:

3-5 years old students - One coach to 6-8 participants;

6-11 years old students - One coach to 8-10 participants;

12-16 years old students - One coach to 10-12 participants;

17 + years old - One coach to 20 participants.

However, it is never appropriate to have one responsible adult working with children in isolation – there should be a minimum of two adults present in the training area, irrespective of the number of children, e.g. an instructor and a parent/adult student.

In BKFA Kung Fu classes it is usually the case that there are sufficient senior students or assistant instructors to work with smaller groups under the supervision of the club instructor.

## **11 - Appropriate Behaviour in Changing Rooms or when providing First Aid**

### **Changing Rooms**

Young people should be supervised at all times in the changing rooms by their parent/carer. Adult members should not change or shower at the same time using the same facility as young people. If you are involved in a mixed gender activity, separate facilities should be made available.

If young people are uncomfortable changing or showering in public, no pressure should be placed on them to do so. Encourage them to do this at home.

If your activity/event has participants with disabilities involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered.

No photographic equipment should be used in the changing room environment. This includes cameras, video cameras, mobile phones with photographic capabilities, etc.

### **Providing First Aid Treatment**

It is recommended that no young person should be treated in any way in a situation where the young person is on his/her own in a treatment room with the door closed. Prior to medical treatment being carried out on a young person, parental/carer consent in writing must be sought where appropriate.

It is recommended that all treatment procedures are explained fully to the young person and verbal consent is given before they are carried out.

It is strongly recommended that all treatment procedures should be 'open', i.e. the door remains open, parents/carers are invited to observe treatment procedures. Where strict medical confidentiality is to be observed then the parents/carers of the young person should be in attendance.

It is recommended that if treating an area of the body which is potentially embarrassing to a young person (i.e. the groin), a suitable adult (ideally a parent/carer) acting as a chaperone should be present.

It is important to maintain medical confidentiality and patient dignity at all times.

### **12 – Protection Against Physical Injury**

Kung Fu training is an activity where safe practice is essential to help prevent injury. Children (and Adults at Risk) are particularly vulnerable as they are still developing mentally and physically, so training methods need to be modified as described below...

#### **I. Warm Ups**

All activities should first include a thorough warm up, head to toe stretching and gradual cardiovascular activity. To help reduce injury, specific attention should be paid to those muscle groups that will be used during later activity.

## **II. Kung Fu training involving locks and throws**

The risks include: falling on unsuitable surfaces: landing on the head: damage to the joints from locks.

Safe practice must include:

- (a) Checking the matted area for suitability, particularly where the mats have been joined.
- (b) Checking that there are no hard surfaces or sharp/hard objects around the matted area.
- (c) Having an experienced instructor who will ensure that children are not taught to use locks, or throws which will injure their training partner.

## **III. Kung Fu training involving strikes, punches and kicks**

The risks are: concussion (brain injury) from heavy blows to the head; damage to internal organs and joints from heavy blows; injury from inappropriate stretching and other exercises. This type of injury can occur during traditional Kung Fu training as well as kickboxing training.

Safe practice must include:

- (a) Light contact only, especially to the head. (Light contact means the technique is targeted but controlled so that whilst the opponent is touched the technique is not followed through). The use of helmets, mitts or foot pads does not eliminate the risk of brain injury from full contact strikes. Therefore, only light contact should be used even when protective equipment is being worn. This is particularly important when participants are under 16 y.o.
- (b) An awareness that the joints of children are still developing and can be damaged by excessive stretching and exercises such as press-ups on the knuckles or hitting heavy bags. Therefore, avoid these exercises with participants under 16 y.o.
- (c) In sparring sessions and competition, participants should be matched for height, weight and gender.

## **IV. Kung Fu training involving weapons**

Safe practice must include:

- (a) No live blades (sharp or otherwise) in the training hall when children are present
- (b) Children should receive a safety briefing in the use of training weapons
- (c) Close supervision at all times by Instructors



Above all, safe practice means having a suitably qualified and experienced instructor who will ensure that children are not exposed to the above risks and who can make a training session enjoyable whilst maintaining the discipline essential to learning Kung Fu.

These guidelines should be followed in addition to the 'Safe Practice Guidelines'

### 13 - Help With Reporting a Concern or Disclosure

If a young person chooses to share information with a BKFA member about an abusive incident, or if a BKFA member or affiliated instructor wishes to report any other concern, guidance is given on page 3 of this policy. The concern should be recorded promptly. Details should include:

**date**

**time**

**location**

**names of those involved**

**the young person's own words (in the case of a disclosure)**

The matter should be reported to the BKFA Child Protection and Safeguarding Officer (Alec Clark, tel: 07508007624) and the appropriate authorities.

When reporting the concern, the following form may be used to help ensure that clear and thorough information is given...

#### Report of a Concern or Disclosure - Confidential

<b>Name of Young Person (subject of concern):</b>	
<b>Approximate Age:</b>	<b>Gender:</b>
<b>Name of Parent(s) or Guardian(s):</b>	
<b>Instructor/Club:</b>	
<b>County:</b>	
<b>Name of key witnesses and their role or relationship to young person:</b>	
1.	
2.	
3.	
4.	
5.	

<b>Summary of key facts/evidence: Include...</b>	
Date, Time, Location, Names of those involved, The young person's own words (in the case a disclosure)	
Referred to appropriate local authority?:	Y/N
Referred to police?:	Y/N

**14 - Typical Kung Fu Session Risk Assessment Form**

Instructors should complete this form (provided in the BKFA Instructors' Manual) to suit their own clubs and circumstances.

BKFA AFFILIATED LAU GAR KUNG FU CLUB NAME RISK ASSESSMENT FORM
Details of location: ADDRESS
Class Schedule: E.G. Wednesday evenings 6.00-7.00
ACTIVITY / TASK
<p>Chinese Kung Fu. This includes:</p> <ul style="list-style-type: none"> <li>• Warm up exercises</li> <li>• Partner work which includes attack and defensive movements with either hand or kick combinations</li> <li>• Set routines involving the individuals practicing self-defence techniques</li> <li>• All the activities taught are laid down in the British Kung Fu Associations standard syllabus and the students will practice the techniques up to their current grade and their next grade</li> <li>• Sparring</li> </ul>

- Training with weapons: e.g. Sword, Knife, Stick, Butterfly knives, Tiger Fork, Spear, Kwon Dao, Nunchakas, Fan

#### **HAZARDS / RISKS**

- Minor injuries: sprains, strains, bruises, blood loss, broken bones
- Medical emergencies: asthma, epilepsy, heart attack
- Safeguarding issue
- Fire

#### **THOSE AT RISK**

- Students
- Instructors

#### **CURRENT CONTROL MEASURES**

##### **Club Management**

- All main instructors have a BKFA Black Sash and BKFA Coaching level 1 Certificate
- All instructors have clear DBS certificate
- All instructors have Public Liability Insurance
- Main instructors have Emergency First Aid at Work certificate
- Attendance register
- Accident sheets or accident book
- Annual Risk Assessment form
- All students have a current BKFA Licence which has the appropriate member to member insurance
- Policies in place:
  - BKFA Code of conduct and rules
  - BKFA Child Protection and Safeguarding policy
  - BKFA Privacy Policy
  - No live blades permitted at any time
  - All students must wear Safety equipment as laid down when sparring: Gum Shields, Gloves, Shin and foot guards. Men have groin guards and ladies have chest protectors

##### **Prior to class commencement:**

- Main Instructor reviews safety of room before class commencement
- Maintain attendance register

##### **Class duration:**

- Instructor ensures all students are aware of fire evacuation procedures
- Adequate warm up and warm down exercises including safe stretching exercises
- Standard Syllabus and grading system
- Ratio of instructors to students with recommended limits
- Main instructors regularly oversees and observes all students during practice
- Separation of class into groups according to grades when appropriate
- Clear instructions and explanations

##### **Sparring**

- All students wear Safety equipment as laid down: Gum Shields, Gloves, Shin and foot guards. Men have groin guards and ladies have chest protectors

- 
- Weapon Training**
- Adequate space is allocated to students during weapon training.
  - Other students do not walk across areas where weapon training is in progress.

**FURTHER CONTROL MEASURES**

- Not applicable

**ASSESSED BY**

<b>Name of Assessor</b>			
<b>Date of Assessment</b>		<b>Date for Review</b>	